

Conference Call

October 11, 2016 – 2:00 PM to 3:00 PM Eastern Standard Time

Attendees:

- Rebecca Mayher, AZ (chair)
- Chris Delreal, MI TTAP
- Pete Torola, MI
- David Orr, NY (Chair)
- Matt Carter, DE
- Kim Johnson, TX
- Scott Bershing, MI
- Susan Monahan clearinghouse
- John Valet

Action Items

- Work Plan add a separate line item detailing Chris Delreal's hours on website
- "How to doc" for Website: Chris Delreal, Matt Carter, Rebecca Mayher, Kim Johnson
- John Valet looking for Login for Newsletter information
- Dates needed for November for Comm WG call conflict with EC meeting
- Volunteers needed to help with Newsletter
- Schedule Webinar for Website Updating for Work Groups and Regions

Notes

- 2017 Newsletter Electronic Only– Draft plan below
Bullet ideas on submissions i.e. articles, regions updates. Reasonable lead time for soliciting from regions in assigned Quarter for Article Submission. Deadlines included when sending out.
- 2017 Communications Meeting schedule
The rest of 2016 and the 2017 (up to September) schedule listed below
- Website Calendar Sync issues with Clearinghouse will need to wait to migration to WordPress
- 2017 Work Plan
 - Need to have a draft by November and final by the winter business meeting.

Schedule for Communications Work Group:

- Meetings are open to all LTAP center personnel – **we always welcome new ideas and new workgroup members!**
- Second Tuesday of each month except when there is a conflict with a holiday or a reschedule due to an NLTAPA meeting
- All meetings will be from 2:00 – 3:00 PM EST unless noted below next to the date.

==== LINK TO JOIN SESSION ====

<https://connectdot.connectsolutions.com/communicationswg/>

===== TELECONFERENCE NUMBER =====

- Conference phone number: 877-535-2644
Participant Access Code: 4653621399
- **2016 Schedule for Communications:**
 - November , 2016 Date to be determined
 - December 13, 2016
- **2017 Schedule**
 - January 10
 - February 14
 - March 14
 - April 11
 - May 9
 - June 13
 - July Part of NLTAPA Meeting - Date and Room TBA
 - August 8
 - September 12

Newsletter Plan:

Q 1
Southeast LTAP
Northwest TTAP
Western LTAP
Training Resources Work Group

Q2
Northeast LTAP
Southern Plains TTAP
Great Lakes LTAP
Mountain West TTAP
Partnership

Q3
Mid Atlantic LTAP
Michigan TTAP
Alaska TTAP
North Central LTAP
Conference

Q4
Northern Plains TTAP

South Central LTAP
Western TTAP
Joint Program

Q1-4
EC Update
Presidents Message
Treasure Report link to files
FHWA Update - brief

DRAFT